

Space Family Education, Inc. Board of Director's Open Meeting

Director Report

Staffing

Resignations:

Ms. Shirley Jones resigned. Her last day will be Friday, March 5th.

New Hires:

Ms. Jasmine Davis will replace Ms. Jones.

Other:

Ms. Hirning reported that she had place an ad in the Greensheet for a sign language teacher. She has gotten three responses, and she will follow up on them.

Operations

Facility:

Recently, we had two natural gas leaks. One of them is from the gas stove because the pilot went out. The gas stove does not have one of those safety valves that shut off the gas when the pilot light goes out. The Center is planning to buy a new stove with the igniter. The convection oven also had a gas leak, and it was probably caused by a faulty gas main outside the building. NASA facility people fixed the gas main outside and adjusted the convection oven. NASA will buy a replacement part for the convection oven as part of their repair plan. Ms. Hirning said that we're selling the gas stove for \$1800, and asked if anyone know of someone who might be interested. The stove is only three years old.

Because of the gas leaks, the children had to be evacuated to the old building, twice. During one of the evacuations in the morning, parents still wanted to drop off the children. Ms. Hirning believed in this situation that the children should remain with the parents, because the teacher would be calling those parents with children already at the Center. Ms. Hirning pointed out that the parents and contacts information were left inside the building, which further delayed the calling process. A suggestion was made to have a second box with all the parents and contacts information available somewhere outside of the building in case we have a similar evacuation. The school bus was suggested as a possible location for the box. It was mentioned that the old building would not be available after this September. The Center would need to review its evacuation plans to address this and other similar evacuation situations.

Ms. Hirning reported that NASA facility people fixed/patched the crack in one of the patio columns.

The NASA facility people investigated the dust problem that was reported last month. They believe that it's a problem with the air handler/duct. NASA will replace the air filter periodically and monitor the problem. As for the dust on the computers, the Center will dust around the computers. Additionally, Ms. Fowler-Thompson volunteered to help with periodic dusting of the computers and monitors.

Special Events:

Next week the children in rooms 5-9 will have a wagon parade for Mardi Gras.

Next Wednesday, February 25th, the rodeo clowns will visit the Center.

Next Friday, February 27th, is Go Texan Day. The Center will have grilled hot dogs and smores.

On March 4th, the children in rooms 7-9 will get to go to the rodeo. The Center will take two buses to drive the children and parents to the Reliant stadium. The buses will be leaving around 8:45am.

The teachers are planning for another babysitting night on March 5th. The last one on Valentine weekend was a big success.

Other:

Summer camp registration will start on March 1st. Ms. Hirning will send out a notice to all room captains and past participants. Ms. Hirning will have the summer camp calendar by March 1st also.

Committees Report**Education Curriculum**

No report

Playground

Ms. Hirning reported that NASA would provide the dirt to repair the playground, but we have to wait until the ground is dry before they can bring in the truck. Ms. Hirning will ask for one truckload of dirt to repair the areas around the sandbox. She will coordinate it with the NASA people.

The picnic table needs fixing. Ms. Hirning will try to coordinated with either NASA facility people or parent volunteer.

Newsletter and Webpage

The newsletter is due for an issue_maybe in March.

Room-1

No report

Room-2

No report

Room-3

No report

Room-4

No report

Room-5

No report

Room-6

No report

Room-7

No report

Room-8

No report

Room-9

No report

Board Members Report

Policies and Procedures (Jennifer Lewis)

Ms. Lewis reported that she has a big “to do” list, but nothing significant to report. Ms. Lewis reported that she has filled the openings in rooms 4 and 5. Ms. Lewis reported that she has one opening for next year Kindergarten (15), and that she would place an ad in the JSC Today.

Ms. Lewis still needs to work the off-site evacuation agreement with Clear Lake Baptist Church, and confirm the agreement with the Hilton.

Still need to do off site evacuation – Clear Lake Baptist Church.

Will check with the Hilton.

Ms. Lewis brought up a discussion about a current policy allowing parents to hold an opening for up to six months by paying tuition but not enrolling the child for what ever reasons. The Board discussed the policy and believed that it is fair (for six months or even longer) as long as the parents are willing to hold the spot by paying the tuition.

Treasurer (Susan Gomez)

Ms. Gomez passed out the financial report and reported that we are doing well. Ms. Gomez pointed out a few highlights such as why the budget is showing a \$16K profit, and the December budget looks bad because of the inclusion of three months of salary.

Secretary (Louis Nguyen)

Mr. Nguyen reported that he would make a amendment to last month meeting minutes by adding the attendance list, which was omitted. The attendance list for the February meeting will be included in this Secretary report.

Mr. Nguyen sent out a Kindergarten Survey asking parents for a decision on a third caregiver for the room. Mr. Nguyen reported that he received back 18 of 19 responses. All 18 responses voted NO, and the Board concluded that decision is NO to a third caregiver. Mr. Nguyen will give Ms. Shelley the responses/votes to file in our records.

January 2004 BOD Meeting Attendance List:

Lianna Rodriggs
Shelly Schroeder
David Fuesting
Peggy Carruthers
Scott Dunham
Bryan Kelly
Jennifer Lewis
Candy Hunt
Jay Estes
Lynda Estes
Sevata Hanson
Chris Thames
Erica Vandersand
Louis Nguyen
Susan Gomez
Kristy Hirning

Vice President (Absent)

No report

President (Susan Gomez)

Ms. Gomez did not have anything official to report, but gave a brief discussion on the two natural gas leak events, the dust in the air filters, and the inspector from the insurance company.

SFEI Members Report

Walk-ons

A question was asked about the material used for padding on the X38 play structure, because they were falling apart. Ms. Rodriggs reported that they were swim noodle foam. Ms. Hirning said that she would ask Mr. Kelley for ideas to replace them.

Old Business

Ms. Rodriggs followed up on her previous question regarding the teachers putting together a school supply package to sell to parents. Ms. Hirning said that she would ask the teachers first. Ms. Rodriggs offered to work with the teachers and possibly other parent volunteers to do it.

New Business

None

February 2004 BOD Meeting Attendance List:

Lianna Rodriggs

Shelly Schroeder

Valerie Thompson-Fowler

Peggy Carruthers

Jennifer Lewis

Sevata Hanson

Dave Hanson

Louis Nguyen

Susan Gomez

Kristy Hirning

The next meeting will be March 18, 2004
Room 122 JSC Child Care Center - 11:30 AM - 1:00 PM